



# Enrolling your child



To help us manage the high number of families seeking a preschool place for their child in Mawson Lakes we have established the following processes which many differ from other local preschools in the area:

- Please call into the centre to complete an Expression of Interest form. When registering you will need to provide us with proof of age for your child and proof of residence in Mawson Lakes, as our first priority will be to children who live in Mawson Lakes and who are not already attending a preschool program.
- Expressions of Interest will be taken up to 2 years prior to their commencement date at preschool. Therefore if your child turns four before 1st May, they will start preschool on the first day of term 1 in the year they turn four. If your child turns four on or after the 1st May they will start preschool on the first day of term 1 the following year. Please see the table below

Year of Birth	Child's birthday	Can start preschool	Expressions of interest taken from
2013	1st Jan – 30th April 1st May – 31st Dec	Term 1 2017 Term 1 2018	Jan 2015 Jan 2016
2014	1st Jan – 30th April 1st May – 31st Dec	Term 1 2018 Term 1 2019	Jan 2016 Jan 2017
2015	1st Jan – 30th April 1st May – 31st Dec	Term 1 2019 Term 1 2020	Jan 2017 Jan 2018

- Once the original documents have been sighted, staff will sign and date your form, then file in order of submission to the centre. Expression of Interest forms must be received no later than 30<sup>th</sup> June in the year prior to when you wish your child to commence preschool. We will still accept Expressions of Interest after this date, however priority will be given to families who submitted their forms by the due date.
- Letters of offer will be sent out approximately 6 months prior to your child starting preschool. This allows time to process the information and give parents/caregivers reasonable notice to make plans for their child's preschool education. If a Letter of Offer is received, a response must be received within the given timeframe. This allows us to complete the Letter of Offers in rounds. If we are unable to offer your child a position, we will advise you via letter to allow you time to enrol at another centre.
- Once you have acknowledged the Letter of Offer, you will be given further information and full enrolment forms to complete and return to the centre.

Expressions of Interest are not guaranteed enrolments. If your details change at any time while you have an Expression of Interest with us, it is essential that you update your details immediately, so that we can contact you.

If you have any further questions or concerns about your child's readiness for preschool please contact Mawson Lakes Preschool Director on 8359 1342 or [dl.4163\\_leaders@schools.sa.edu.au](mailto:dl.4163_leaders@schools.sa.edu.au)